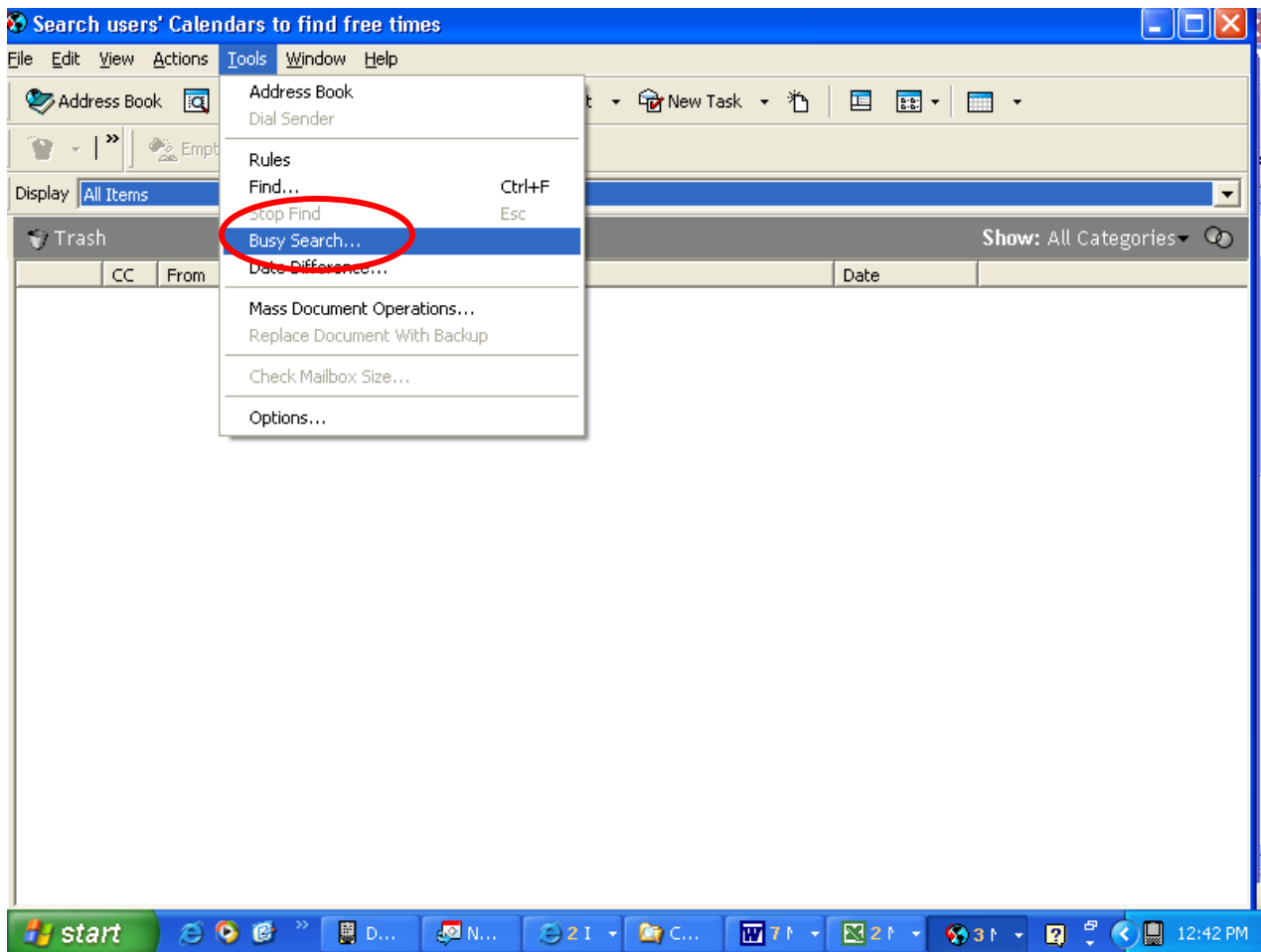


SCHEDULING CONFERENCE ROOMS VIA GROUPWISE
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**APPENDIX A – HOW TO SCHEDULE AN APPOINTMENT IN GROUPWISE USING
BUSY SEARCH**

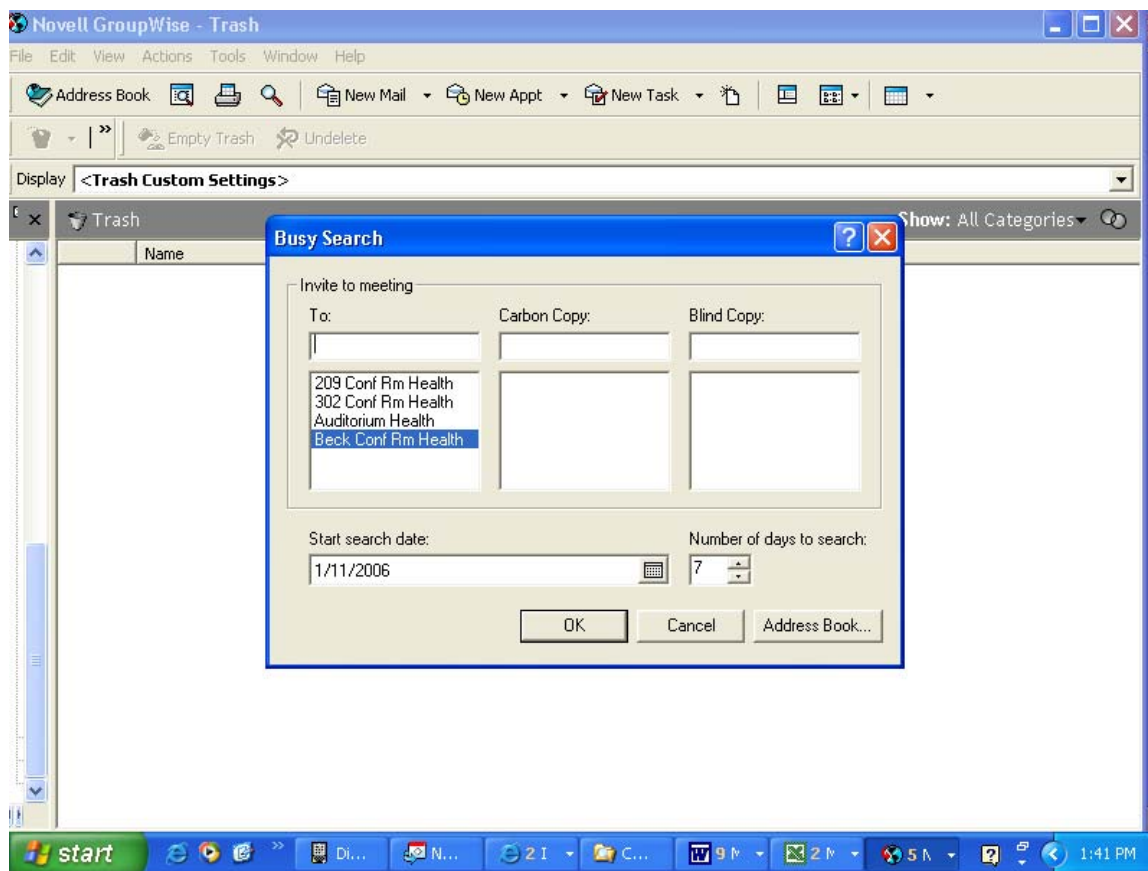
Step 1 of 5. From the Groupwise main window, select Tools->Busy Search



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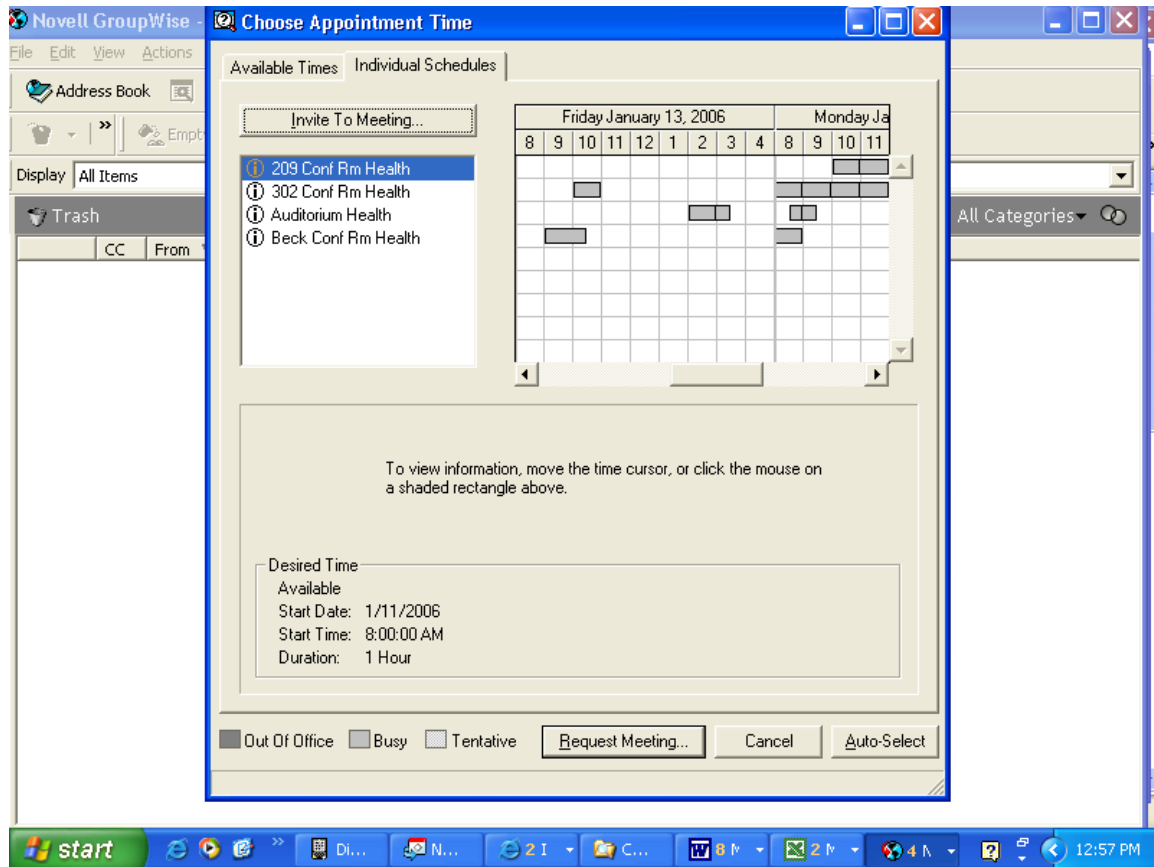
Step 2 of 5. Type the names of one or more conference rooms (refer to the list of room names above), pressing “ENTER” after each entry until done. Change the start date to begin looking for an available room if other than today, and change the number of days to search if other than 7 days. Press the “OK” button to begin searching.



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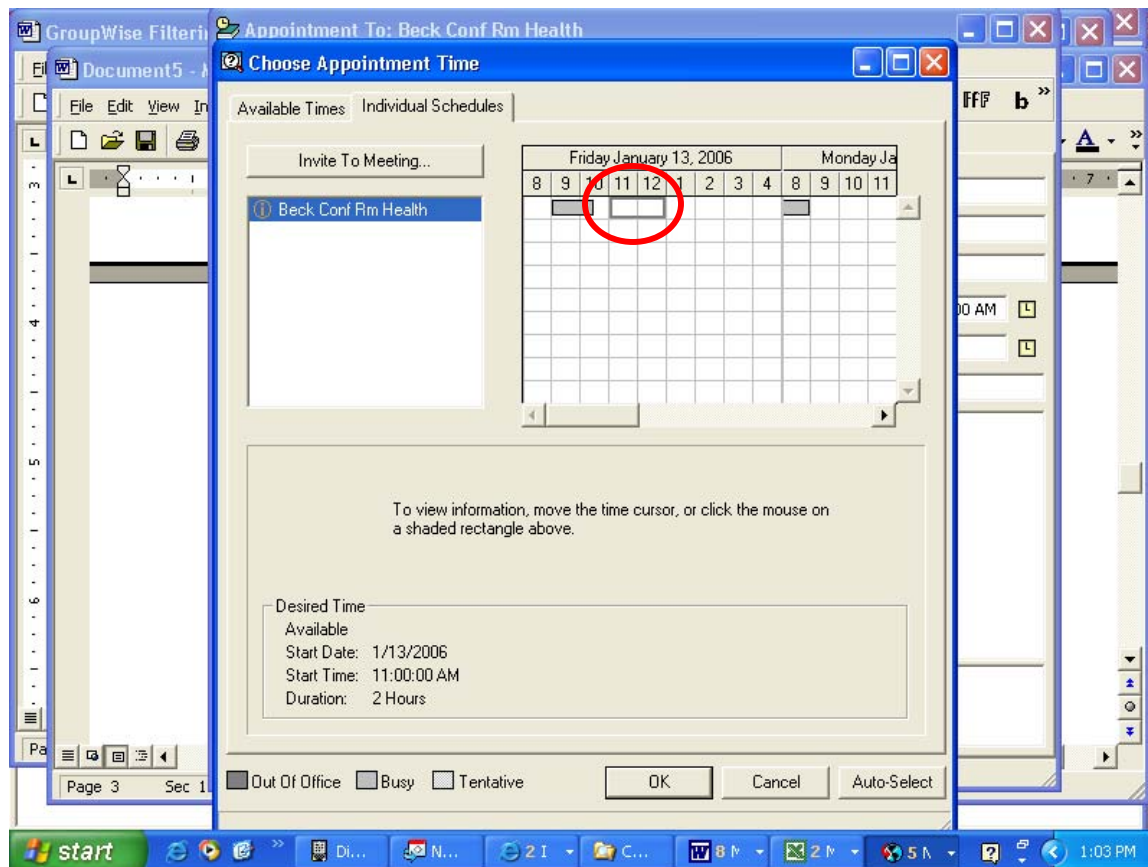
Step 3 of 5. Identify an available time slot on the day you want your meeting for a conference room you wish to book (i.e. there will be no gray bars in the time slot indicating a previously scheduled appointment). In the example below, the 11am to 1pm time period is available for all rooms on Friday January 13, 2006. Use the scroll button below the grid to slide to a different day. **IMPORTANT:** After you choose a conference room for the date and time of your appointment, highlight the other conference rooms and press the “DELETE” key to remove them off the list. Otherwise you will schedule ALL conference rooms along with the one you want!



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Step 4 of 5. In the example below, only the Beck conference room remains, the other entries were deleted by highlighting each and pressing the “DELETE” key. Use your mouse to point, click and drag a time box indicating the period you wish to book the room for. In the example below, a non-shaded box has been dragged from 11am up to 1pm (identified by the circle for illustrative purposes). Press the “OK” button to continue.



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Step 5 of 5 .After pressing the “OK” button, the appointment information you have entered is displayed. Confirm the information and press the “SEND” button to confirm the appointment. Shortly you will receive an email accepting the appointment, or a rejection if you have mistakenly overlapped another appointment. If the appointment was rejected, try it again with a shorter time window or a different day.

